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11 October 1954

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MEMORANDUM FOR: [redacted]

SUBJECT : Report of Message Center Operations  
1 - 30 September 1954

1. Cables Processed

a. The Cable Secretariat reproduced and distributed a total of 12,282 cables during the month of September 1954. This represents a 5% increase in the total number processed over the August total, and an increase of 1,707 cables over the total number recorded for September of last year. Tab A compares September totals with those of August and provides a tabulated account of DD/I suspense items handled during the month.

b. Cables briefed for and furnished to the Director totaled 1,121 or 11% of all cables handled. This figure represents a 2% increase over the total furnished the Director in August.

2. Personnel

a. In last month's report, we anticipated a shortage of personnel within the Cable Secretariat. As predicted, this shortage now exists. The Cable Secretariat, as of 24 September 1954, had nine vacancies. This situation was brought to the attention of [redacted] Personnel Office placement officer for the Cable Secretariat. [redacted] was asked by [redacted] to bring our personnel situation to the attention of [redacted]. Mr. [redacted]

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[redacted] understands that a lack of personnel is impairing the efficiency of the Cable Secretariat. He assured [redacted] that the matter will be discussed with [redacted] and that they will do everything possible to fill our vacant slots promptly.

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b. In addition to vacancies our personnel strength for the month was further reduced in that we lost the services of the following senior personnel:

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(1) [redacted] Assistant Watch Officer was on annual leave for three weeks. I approved his leave despite our personnel shortages because a certain amount of his leave had to be taken this year or be forfeited, and because he had advised me that he had arranged to be married while on leave.

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(2) [ ] Assistant Watch Officer was placed on extended sick leave for the entire month. [ ] is now in the George Washington Hospital. He has undergone a major operation to correct a long standing and painful hip condition. The operation was successful and when I last visited him he was resting nicely. It is anticipated that he will require several months to recuperate and in all probability he will not return to duty until the first of the year.

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(3) [ ] Chief Reproduction, Mail and File Section, suffered a painful injury to his knee while in a duty status. He was placed on sick leave for the last three weeks of September. The circumstance of his injury has been reported to the proper authorities and he has received adequate medical treatment.

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(4) Two of our senior Cable Analysts resigned during the month. [ ] terminated three years service with us to return to college for post-graduate work. [ ] terminated a promising career with us quite suddenly as a result of marital difficulties.

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Thus we operated during September well over 20% under strength. September traffic volume, you will have noted, shows a 5% increase over the previous month. Frankly, it has been touch and go to get the daily volume out, and until such time as the personnel office is successful in obtaining additional personnel for us, it appears that I have no alternative except to increase the amount of overtime used.

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c. Currently we are using approximately 650 hours of overtime each pay period at a cost of roughly \$1,000.00. On 1 November 1954, new overtime rates for government employees go into effect. As nearly as can be estimated at this time, at the new rates our overtime will cost approximately \$2,000.00. [ ] has asked [ ]

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Office of the Comptroller, to advise [ ] of our understrength personnel situation and that our overtime requirements cannot possibly be cut in half without serious deterioration of the service we render. Miss [ ] assured [ ] that these facts would be made known to [ ]

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[ ]'s who, I understand, is engaged in coordinating the Agency's policy on the use of overtime under the new rates. It may be possible to work out a formula for making greater use of compensatory time off. At this time, it still appears more economical to pay overtime than to hire additional full time employees; however, I shall continue to study the problem and keep you informed. Too, it is quite difficult to get people to agree

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to work the late shifts and Sundays and Holidays in return for compensatory time-off. The hours and shifts, over an extended period, are just too unattractive to get takers except for pay. (The Army doesn't have this problem!)

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d. [redacted] s promotion to GS-12 became effective on 12 September 1954. He is the first of our CSDOs to attain the full grade for this position established in our original T/O of July 1952.

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e. [redacted] have entered the zone of consideration for promotion to Grade 12 and I have forwarded recommendations for their promotions to the Personnel Office.

### 3. Emergency Planning

a. We have been long concerned over the question of Cable reference files in connection with the Agency's Emergency Plan. As arrangements stand now, the only cable files which would be available to the Signal Center and Cable Secretariat in an emergency, are microfilm reels covering cables up to a date approximately six months past. The Signal Center Archives is engaged in a routine effort to microfilm all official cables in their files. These files are organized by individual station and from the reels it would be possible to reconstruct a complete file of cables sent to and received from a given station in numerical sequence. This routine microfilming effort began several years ago and came into being for two basic reasons, the first being to conserve storage space and the second to provide a film file of official cables as a part of the Agency's Vital Documents Program. The Signal Center Archives microfilm the cables in duplicate. The original film is stored in their vault and the duplicate copy is sent to the emergency Signal Center site as a vital document. Recently, in discussing this matter with [redacted] he stated that, in regard to the routine effort to microfilm all cables, it is not practicable to anticipate that the microfilming will ever be sufficiently current to provide for our joint needs in an emergency.

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[redacted] and I have tentatively concluded that it will be necessary to construct and maintain a file of cables in hard-copy form at the emergency site. This could be accomplished by pouching one copy of all cables daily to the emergency site. Such action will require the approval of the Director's office after being staffed out properly among the offices most concerned.

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[redacted] is to draft a paper on this proposal for comment by [redacted] I will keep you informed concerning the development of this proposal. It is my opinion that this proposal should be given priority consideration and a decision reached promptly. In any real emergency, a useable current cable reference file is essential to the efficient handling of cables.

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a. On 20 September 1954 Mr. [redacted] Chief of the Career Service Staff of the Personnel Office visited us in connection with the Cable Secretariat Career Service Program. This Program is described in 25X1A CSSOP No. [redacted] attached as Tab B. [redacted] assured us that the personnel policy incorporated in the paper was in accordance with the approved policy of the Agency and he complimented us on the organization and presentation of the material. For your information, we have modeled our procedure to a considerable extent along the lines of the procedure covering the functions of the Communications Career Service Board. You will recall that that Board served as our parent Board until 22 July 1953 when we were placed under the jurisdiction of the DD/A Career Service Board. Copies of our procedure have been sent to [redacted] for the DD/A Service Board and to [redacted] Assistant 25X1A Director for Personnel.

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b. A dumb-waiter has been installed between the Cable Secretariat and the Signal Center. This eliminated the make-shift device we used so long.

c. The Cable Secretariat has installed a receiving system to be used to account for incoming cables passed from Signal Center to the Cable Secretariat. While it is quite unpopular, I believe this system will preclude any question as to the responsibility for lost or mishandled cables such as in a recent instance explained to you verbally. We are studying the system to see if some less burdensome systems can be devised to meet our needs.

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d. On 22 September [redacted] representing DD/I, reviewed one day's incoming traffic for September. He found and discussed with us four cables of interest to DD/I. On the basis of our registered requirements DD/I's interest was not evident to us. We are endeavoring to clarify DD/I's interest in the subject matter of these cables.

e. On 1 October 1954, Preliminary Disseminations (PDs) will be prepared by Reports Officers on our outgoing classified message forms, Form No. 35-80 instead of on Form No. 35-7. There is no change in format of PDs, however, this change will provide us for the first time with a ready-made Hecto Master. This means that we will be able to distribute copies of PDs to interested Agency components concurrently with the Signal Center's transmission of the PD to outside addressees. We have

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experimented over the past six weeks with this procedure and have found that on the average we are able to distribute PDs between five and six hours faster than was the case when Form No. 35-7 was used. Additionally under the new method of handling, the Signal Center is relieved of the cryptographic/transmission of PDs to OCI except those designated priority. Signal Center estimates this as a cryptographic/transmission saving of approximately 80 to 100 thousand words per month. We are coordinating with FI/RQM in redesigning their PD form to employ a die-impressed Hectograph Master similar to our cable form.

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f. On 1 September 1954, a procedure was established and announced in [redacted] which permits the pouching of outgoing cables to information addressees. Through this means seventeen cables totaling approximately two thousand words were diverted from electrical cable channels to pouch channels. The Field has been advised of this procedure in [redacted] dated 12 August 1954. As yet no station has used it to Headquarters.

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g. We have placed a trial order for 1,000 Azograph Masters of the type described to you in last month's report as being a clean reproduction master. The Azograph Master will be made up identical to our current cable Form 35-80. It is our intent to place these clean masters in the hands of a few offices throughout the Agency and to observe the material in day-to-day use to determine if they are practicable in every respect. I believe that should the practice testing of the material prove to be successful it will do much to boost the morale of everyone concerned with the handling of cables all of whom now suffer to some extent from ditto contamination. I also believe that conversion to clean masters might do much to relieve our difficulties in recruiting and keeping typists and other personnel who have understandable aversion to working full time with ditto material.

[redacted] 25X1A

Cable Secretary

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Attachments: Tab A  
Tab B

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TRAFFIC SUMMARY FOR SEPTEMBER 1954

CABLES PROCESSED

TYPE	September	August	INCREASE
IN Cables	8,250	7,681	+ 569
OUT Cables	4,032	3,999	+ 33
TOTALS	12,282	11,680	+ 602

PRELIMINARY DISSEMINATIONS

PROCESSED

September	August	INCREASE
452	248	+ 204

CABLES FURNISHED DCI

Cables briefed for and distributed to DCI totaled 1,121 or 11% of the total volume handled. This compares to 1,039 or 9% for the month of August.

CABLES SUSPENDED OR FURNISHED DD/I

a. During September 1954, 262 cables were suspended for the DD/I. The following actions were taken:

Copies distributed to DD/I, AD/CI and FI/RQM	116
Preliminary Disseminations Prepared	97
Disseminated to OCI via TTY	19
Intelligence Furnished to DD/I and OCI by action office	3
Filed without Dissemination to DD/I (incorrectly suspended)	27

b. A total of 1,707 cables and PDs was furnished DD/I during September. This includes copies of incoming cables which were subsequently furnished again as PDs.

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